



**Economy
League**

GREATER
PHILADELPHIA

Communications and Engagement Fellow – Fall 2018

Organizational Overview

The Economy League of Greater Philadelphia addresses critical issues facing Greater Philadelphia by providing impactful research, connecting diverse leaders, and advancing shared solutions. We envision a thriving Greater Philadelphia region powered by informed and collaborative leadership.

Since its founding in 1909, the Economy League has believed that high-quality analysis and practical insight about the region's most important challenges and opportunities, combined with collaborative, cross-sector leadership are crucial drivers of prosperity in Greater Philadelphia. To learn more, visit www.economyleague.org.

Project Background

The Anchor Procurement Initiative (API) is an innovative approach to economic development, focused on working with large institutional buyers to encourage them to "Buy Local" in order to grow Philadelphia businesses, create jobs and reduce poverty. The Economy League partnered with the City of Philadelphia and leading Philadelphia "Eds and Meds" anchor* institutions to identify localization opportunities in their supply chains. The Economy League is also partnering with community organizations, such as small business development centers and minority chambers of commerce, to find capable, local suppliers and provide necessary resources that allow these businesses to take advantage of the new opportunities.

**For the purposes of this project we define anchor institutions as companies or organizations that have assets, which make them 'anchored in place' such as a campus or hospital build. Anchor institutions have a greater commitment to improving their immediate neighborhoods, as their welfare is closely linked to that of their surroundings.*

Position Details

The Communications and Engagement Fellow will support the Director of Shared Solutions in implementing the Anchor Procurement Initiative. Work hours are flexible; however, we look for interns who can commit to working at least two days per week (16 hours) during the academic year. Responsibilities include:

- Develop content and layout of marketing materials for the new program, including website, brochures and email templates.
- Assist with planning the public launch event of the Anchor Procurement Initiative.
- Design communication outreach strategy to engage local suppliers in the initiative.
- Assist with onboarding new suppliers interested in participating in the initiative.
- Provide administrative support on an as-needed basis.

Qualifications

- Strong written and oral communication skills;
- Quantitative skills and experience with analytic and data management software;

No phone calls please. Only candidates invited to interview will be contacted.



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- Creativity, self-motivation and willingness to ask questions;
- Effective interpersonal skills, team player;
- Interest in public policy, state and local government, and the economy;
- Undergraduate upperclassmen and graduate students preferred;
- Preference is given to work-study funded positions.

Weekly Time Commitment: 10-20 hours

To Apply

Please email a cover letter and resume to interns@economyleague.org by Friday, August 24th.

No phone calls please. Only candidates invited to interview will be contacted.